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*Superior Court of California,
County of Imperial
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R1516-03 CMS Project Manager

Questions & Answers

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1. **What is the maximum budget for this contract?**

Answer: The Court has not paid for this service in the past. We look forward to assessing once the proposals are received.

2. **Is DVBE participation required?**

Answer: DVBE incentive is offered but not mandatory. In order to be eligible to received DVBE incentive, Bidder must complete & submit Bidder Declaration.

a. **If yes, what percentage should be subcontracted to a DVBE?**

Answer: Please refer to DVBE details at

http://www.imperial.courts.ca.gov/CourtDocuments/VB/Docs/Proposal/DVBE_Rules_&_Procedures.pdf

3. **The RFO mentions to provide "A description of three (3) projects similar in size and scope" including reference information in our proposal. Should references be provided for projects completed by the prime/bidder company or the proposed resource(s)?**

Answer: References should be provided by the bidder, we may contact the proposed resources directly.

4. **Will invoices be submitted on a time & materials or deliverables basis?**

Answer: The Court proposed method is to invoice/pay by time and materials. The invoice must include the number of hours per the Deliverable schedule. The Court desires an 18 month implementation and credit will be considered for a deliverables price to convert.

5. **What criteria will the Court use to evaluate the qualifications of the proposed resource(s)?**

Answer Refer to RFP section 8.0 evaluation of proposals

a. **What specific skills/experience is the Court looking for the proposed resource(s) to have?**

Answer: The court needs a project manager that has the skills to manage the vendor and court into an estimated 18 month implementation schedule. The court needs technical assistance to help bridge the gap across departments/business partners, create functional consistency across departments, guide the court into creating process efficiencies, consider and implement the various branch and legal requirements, etc.

6. **Is the Court looking for one resource to provide project management and technical assistance or two resources for each service?**

Answer: We are open to awarding to one or two depending on proposals received

7. **SOW (pg 1) states "Work with Project Manager". Is this statement refereeing to the Courts Project Manager or is the Court wanting two proposed resources – A Project Manager and Technical Support Consultant?**

Answer: In this instance it is referring to the Court's project manager. On the other hand, yes, the Court may contract with two proposed resources – A Project Manager and Technical Support Consultant